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12 September 1955

MEMORANDUM FOR THE RECORD

SUBJECT: Project AQUATONE
(Clearance Procedures--Civilian Personnel)

1. Set forth below is an outline of steps involved in the clearance and entrance on duty processing of normal civilian Agency personnel assigned to Project AQUATONE. These procedures are those of a normal Agency employee:

A. Office of Personnel recruitment, screening, and selection of personnel.

B. Initiation of Security Office investigation; including National Agency Checks, field investigations, and a review of Agency records.

C. Security clearance; subject to entrance on duty procedures, including completion of normal papers, physical examination, examination by the Psychological Assessment Branch, and ultimate polygraphic interview.

D. Assignment to an Agency component, in this instance, the Project.

E. Briefing by Office of Personnel and respective administrative representatives.

2. The above outline is standard procedure for all individuals entering on duty with this Agency.

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